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Records Center

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MEMORANDUM FOR :

SUBJECT : Progress Report for Month of September 1957

1. Attached is the Records Center monthly statistical report for the month of September 1957.
2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on four different occasions to transfer a total of 868 cubic feet of material. In addition to this, the Records Center Couriers transported a total of 193 cubic feet of material from the Headquarters Area. The 1,061 cubic feet of material accessioned is equivalent to the volume of more than 132, four drawer, legal size, safe cabinets which have a replacement value of \$46,950.

b. Reference

A medical job was reboxed and consolidated and a savings in space of 34 cubic feet was realized.

c. Disposal

There has been an accumulation of 144 cubic feet of material in the disposal area; added to this figure is 39 cubic feet of disposable material that was returned from the Logistics Office. This is the remainder of the material that had been sent [redacted] to be destroyed in April of last Fiscal Year.

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d. General

[redacted] is attending the annual meeting of The Society of American Archivists at Columbus, Ohio.

811030100

[redacted]
Acting Deputy Chief, Records Center

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

SEPTEMBER 1957**I. ACCESSIONING, DISPOSITION, HOLDINGS**

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	46	153	
2. RECORDS ACCESSIONED	720	1,862	30,162
3. RECORDS DISPOSED OF AT CENTER	4	87	1,737
4. RECORDS TRANSFERRED FROM CENTER	* 50	76	4,058
5. RECORDS HOLDINGS	24,347		
6. DISTRIBUTION MATERIAL RECEIVED	341	805	18,547
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	86	266	4,554
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	51	125	3,148
9. DISTRIBUTION MATERIAL HOLDINGS	10,845		
10. TOTAL HOLDINGS	** 36,177		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	839	2,304	46,138
12. INFORMATIONAL REQUESTS	62	182	3,310
13. INFORMATION REPORTS	506	1,121	
14. INTELLIGENCE REPORTS	3,042	8,169	
15. ADMINISTRATIVE ISSUANCES	227	2,486	
16. TOTAL	4,676	14,262	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	8,337	28,767	
B. RETURNS	2,111	8,670	
18. ADMINISTRATIVE ISSUANCES	1,826	6,927	
19. TOTAL	12,274	44,364	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	1,411	3,320	
21. PHOTOCOPY	153	312	
22. DITTO	75	99	
23. TOTAL	1,639	3,731	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	36,177	
26. COMMITTED	3,265	
27. AVAILABLE	1,778	

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